

**External - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Business Standards

**Bureau:** Health Care Licensing

**Date Posted:** 01/15/2008

**Job Category:** Management

**Position  
Number:** 66266934

**Position Title:** BUREAU CHIEF

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$52,722.00 to \$65,903.00

**Salary Unit:** Year

**Additional Salary Info:** Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 7

**Closing Date:** 01/28/2008

**Supplement  
Required:** Yes

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Applications must be received by 5:00pm on the closing date.

**Apply to your Local Montana Job Service Center**

- OR -

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical,

dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

The Health Care Licensing Bureau (HCLB) is charged with licensing and regulating persons and businesses engaged in specific health care related professions and occupations. The HCLB administers 21 quasi-judicial/legislative professional and occupational licensing/regulatory boards and 1 licensing/regulatory program. The HCLB is responsible for overseeing and enabling the boards/programs to function at a level that ensures adequate protection of the public health, welfare and safety of Montana citizens in all matters of the licensing/regulatory boards/programs. Services include corresponding with the public and licensees, processing applications for licensees, issuing licenses granted by the boards and programs, renewing licenses, requiring and enforcing continuing education credits for licensure where specified by law, levying fines under the jurisdiction of appropriate boards and programs, inspecting businesses where appropriate, and taking the minutes of board meetings and hearings. The Bureau Chief is responsible for developing policies, objectives, and methods to implement HCLB programs; provides technical assistance and oversight to boards and division employees; monitors program operations; disseminates information to the public and other groups for compliance with state and federal laws and regulations; and ensures services are effectively provided in a timely manner. Is responsible for management of 28 FTE. Manages the budget and administrative systems to ensure there is adequate support for projects, optimize the use of staff and funding, maximize efficiency, comply with state and federal requirements, and ensure continued program operations. Performs other duties that include special research projects, participation in planning and analysis, representing the department at conferences, and on-going education and training.

**Competencies:**

This position requires knowledge of the concepts and theories of public administration, program planning, and business administration; government accounting and budgeting; records management requirements and practices; computer science and information systems; personnel management practices and techniques; contract procurement; and negotiation and communication practices. The incumbent must be able to learn state and federal laws governing business and occupational licensing; legislative and administrative rule requirements and processes; legal proceedings; press and media relations; Federal Americans with Disabilities guidelines; public participation policies; and jurisdictional concerns, administrative hearing and trial procedures, and informational confidentiality rules and regulations.

Must have skills in program planning and implementation; negotiation and mediation;

work planning, delegation, and data collection and analysis; program administration, budgeting, and developing approaches to sensitive issues that have significant impact on the state; and operation of personal computer, spreadsheets and word processing software, division and state computer applications, the internet, multi-line telephone, and audio/visual aides used for presentations.

Behavioral competencies required are Commitment and Loyalty; Decision Making and Problem Solving; Team Work; Individual Responsibility; Relationship Management; Conflict Management; Customer Focus; Policies, Processes and Procedures; Flexibility; Influence and Persuasion; and Resource Management.

The Dept of Labor & Industry (DLI) strives to provide excellent service to all our customers. The core values of DLI are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces them.

**Education/Experience:**

Requires a combination of directly related education and/or experience equivalent to a Bachelor degree in business administration, public administration, or a related field and two years of relevant responsible experience in program management and supervisory capacity. Previous licensing program experience is desirable. Other combinations may be considered. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. **Signed** and completed State of Montana Employment Applications (PD-25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide copy of verification of eligibility with the application materials.
3. **Completed** Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

\*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov/statejobs/statejobs.asp>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Please describe your management experience. Be specific regarding the number and level of employees you have supervised and your actual responsibilities as a supervisor. Please provide names and telephone numbers of your supervisor.
2. Please describe your background in developing and implementing policies or programs, including your approach to planning and research, assessing risk and opportunity, identifying and resolving issues and conflicts, and obtaining "buy-in" from staff.
3. Please describe your experience in working with internal customers, specifically include your skills and approach to developing critical business relationships, dealing with difficult situations, resolving complaints, and gaining support for policies and programs.
4. In this position you will be responsible for the Bureau's budgetary process. Please describe your experience in developing, implementing and monitoring a budget. Also describe your experience working with the State of Montana's budget reporting system.